

JOB DESCRIPTION

Health Coordinator

Health Policy & Advocacy Department

SUMMARY:

The Health Coordinator supports the Health Policy & Advocacy Manager to plan and coordinate the development of NAN-wide, multi-level health strategies. The Health Coordinator assists in the liaising with other departments within the NAN organization, the NAN Health Advisory Groups, First Nations, First Nation agencies and the provincial and federal governments to facilitate strategic planning and the development of health programming and initiatives for the Nishnawbe Aski Nation territory.

DUTIES:

- Work by the mandate provided to the Health Policy and Advocacy Department by the NAN Chiefs in Assembly.
- Assist the Health Policy & Advocacy Manager by providing technical support and project coordination.
- Provide technical support and facilitation in the development, coordination and implementation of other NAN wide-health initiatives, in collaboration with other departments and staff within the organization.
- Assist the Health Policy & Advocacy Manager with the development of briefings, or other products required to report to the NAN Chiefs in Assembly and Executive responsible for the Health/Health Transformation portfolio as required.
- Assist the Health Policy & Advocacy Manager in technical leadership, strategic direction, research and support to the NAN Health Policy & Advocacy Department, NAN-affiliated health organizations and to First Nations in relation to the coordination and planning of health programs and initiatives.
- Work in cooperation with the NAN Health Policy & Advocacy staff to coordinate strategies and prioritize issues.
- Prepare proposals, submissions, and reporting to carry out the functions of the program.
- Assist in all aspects of project coordination: Implement work plans and resolutions; provide technical support; submit reporting in accordance with NAN policies and procedures and funding terms and conditions.
- Perform other duties as assigned by the Health Policy & Advocacy Manager.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

- Education and/or work experience in social sciences, health, community development or an equivalent combination of education and related experience.
- Demonstrated knowledge of the broad spectrum of health and health care support systems; must understand the issues, concerns of health care system stakeholders as well as the trends, directions and models of delivery and governance that affect health care in the NAN territory.
- Excellent communication, computer, relationship building, conceptual and leadership skills.
- Ability and/or experience in coordinating various programs.
- Ability to provide thorough, well composed reports on specific issues that are time sensitive.

- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) will be considered an asset.
- Demonstrated ability to complete tasks and manage competing demands in a team setting.
- Willing and able to travel as required.

ACCOUNTABILITY:

The Health Coordinator is under the day-to-day supervision of the Manager of Health Policy & Advocacy with further accountability to the Director of Health Policy & Advocacy.

LOCATION: Thunder Bay, ON
PORTFOLIO: Health Policy & Advocacy
LAST UPDATED: October 2023

